



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

EXTERNAL CIVIL RIGHTS COMPLIANCE OFFICE
OFFICE OF GENERAL COUNSEL

COMPLAINT CLOSURE – MEMORANDUM TO FILE

Subject: Closure of 01X-16-R5 (Barrington)

To: FILE

From: Jonathan Stein (JMS)

Date: February 16, 2017

Recommended Action: ADMINISTRATIVELY CLOSE FILE 01X-16-R5 DUE TO NON-RESPONSE TO RFC / UNREACHABLE COMPLAINANT

Rationale:

- Complaint received by OCR, 10/5/2015, mailing return address label was very clear
 - Complaint does not include phone number or email address as potential alternatives to hardcopy written communications
- Acknowledgment sent, 10/9/2015
 - USPS tracking indicates this was received by complainant, 10/15/2015
- RFC sent by OCR, 8/9/2016
 - USPS tracking indicates following occurred:
 - Notice Left (No Authorized Recipient Available), 8/13/2016
 - Unclaimed at Post Office/Max Hold Time Expired, 9/2/2016
 - Yellow Sticker on Returned Envelope states "Return to Sender, Unclaimed, Unable to Forward", sticker printed 9/7/2016
 - OCR received returned envelope, 9/12/2016
- JMS instructed intern Jessica Crockett to attempt to find alternative contact methods, 9/15/2016
- Jessica Crockett found two phone numbers and called them, 9/16/2016 – did not get an answer or a returned call
 - Unclear if additional attempt(s) were made by Jessica – no records indicating she did or did not make additional attempt(s) after that

Concurrence:



Yes

Signed:

A handwritten signature in black ink, appearing to read "Jonathan Stein", is written over a horizontal line.